

United States Government

Department of Energy  
Oak Ridge Operations Office

# memorandum

DATE: January 12, 2001

REPLY TO:  
ATTN OF: AD-442:Aytes


SUBJECT: **OAK RIDGE OPERATIONS OFFICE AND Y-12 AREA OFFICE TELECOMMUTING  
PROGRAM TRAINING**

TO: All ORO and YAO Employees

The expanded Oak Ridge Operations Office Telecommuting Program is scheduled to go into effect January 16, 2001. A copy of the Program Plan, which includes the application forms, will soon be posted on the Human Resources Division web site at [www.oro.doe.gov/pmab/Benefits/Benefits.htm](http://www.oro.doe.gov/pmab/Benefits/Benefits.htm). Training for employees who are interested in participating in telecommuting has been scheduled for January 18, 2001, from 2 to 4 p.m. in Room G-059.

The purpose of the training is to cover the basics of the expanded areas of our current Telecommuting Program and to answer questions. Please call 576-1082 to register; a Training Request Form is not necessary to attend.

If you have any questions regarding the training, please contact Carol Aytes at (865) 576-9586.

  
Patricia Howse-Smith, Director  
Human Resources Division